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Chief, Forms Management Branch, HQS, Mgt Staff

28 September 1955

Records Control Officer, Office of Personnel

Revision of Form No. 45, Fitness Report

*Official Record Copy
Office of Personnel*

1. In the meeting of the CIA Career Council on 15 September 1955, the printed draft of Form No. 45 dated 1 August 1955 was given unanimous approval subject to changes in the text noted below. The Council directed that the Fitness Report Task Force arrange for printing of the revised Form No. 45 and simultaneously publish the necessary Regulations and Notices to cover new procedures. The regulatory aspect is being handled by the Plans Staff, Office of Personnel, under the direction of the Chief [redacted]

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2. The Council directed that the following changes be made in the printed draft of the revised Fitness Report:

a. In the initial instructions appearing at the top of FITNESS REPORT (Part I) PERFORMANCE, the text following "For the Supervisor" should be changed to read:

This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and ^{senior} officials. Organisation policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation [redacted]. It is recommended that you read the entire form before completing any question. If this report is the INITIAL REPORT on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the due date indicated in item 8 of Section A below.

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b. In Section C, item 3 of the FITNESS REPORT (Part II) PERSONNEL, a new item should be added (subtracting from existing space in item 3) which reads:

"Indicate the approximate number of months the rated employee has been under your supervision _____"

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3. In arranging for production of the revised Fitness Report, an effort should be made to determine exactly when stocks of the printed form can be made available so that regulatory issuance can be timed to coincide with the latter.

4. In respect to a field version of the new Fitness Report, it is hoped that a single edition of the form can be used for both Headquarters and Field by attaching a "pseudonym translation slip" to the basic form which provides space for signatures similar to the present edition of Form No. 45a plus more specific instructions for handling the form in an overseas station. This problem is being actively explored. Since the "pseudonym translation slip" will probably be printed internally by Agency facilities, work can be started on revision of the basic Form No. 45 without further delay.

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OP: [redacted] JG (28 September 1955)

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